

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Acquisition Service** *Authorized Federal Supply Schedule Pricelist*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is: <http://www.gsa.gov>.

**Federal Supply Schedule 36 for  
FSC Group: 36  
Office Imaging and Document Solutions**

**Contract Number: GS-25F-0031S**

**Contract Period: May 12, 2011 through May 11, 2016  
(with three 5-year option periods)**



**Creating Employment  
Opportunities  
For People With  
Significant Disabilities**

**Contractor:** NISH  
8401 Old Courthouse Road  
Vienna, VA 22182

**Size: Large, Non-Profit**

**Updated through Modification PO-0010 – Approved July 7, 2011**

**Telephone:** (571) 226-4660  
**FAX Number:** (703) 560-3437

**E-Mail:** [dbell@nish.org](mailto:dbell@nish.org)  
**WEB Site:** <http://www.nish.org>

**Contract Administration:** Doug Bell, (571) 226-4642

**CUSTOMER INFORMATION:**

**1a. Table of Awarded Special Item Numbers (SINs)**

- SIN 51-507 Document Destruction Services
- SIN 733-1 Mail Room Administrative Support Services
- SIN 733-2 Presort Mail
- SIN 733-3 Miscellaneous Mail Services
- SIN 733-4 List Management Services
- SIN 733-6 Mail Screening and Inspection Services

**1b. Identification of the lowest priced service for each special item number awarded.**

- SIN 51-507: Over 100,000+ pounds = \$0.1140 per pound
- SIN 733-1: See pricing sections for details
- SIN 733-2: See pricing sections for details
- SIN 733-3: See pricing sections for details
- SIN 733-4: See pricing sections for details
- SIN 733-6: See pricing sections for details

**2. Maximum Order:**

- \$1,000,000

**3. Minimum Order: \$100**

**4. Geographic Coverage (Delivery Area):** 48 contiguous states and Washington, DC (Excluding Alaska, Hawaii, and Puerto Rico)

**5. Point of Production:** Not applicable for services, however NISH is headquartered in Vienna, VA

**6. Discount from list prices or statement of net price:** Government Net Prices (discounts already deducted):

Prices are as follows and based on weight of documents destroyed.

**7. Quantity discounts:**

See above pricing, includes volume breaks based on weight of documents destroyed.

**8. Prompt payment terms:** 1/2% - 20 Days

**9a. Annotate if Government commercial credit card is accepted below the micro-purchase threshold:**

[ X ] YES    [ ] No

**9b. Annotate if Government commercial credit card is accepted above the micro-purchase threshold:**

[ X ] YES    [ ] No

**10. Foreign items (list items by country of origin):** Not applicable

**11a. Time of Delivery:** SIN 51-507 = 30 Days

All Other SINs = Upon Mutual Agreement of NISH and the Customer

**11b. Expedited Delivery:** Contact Contractor

**11c. Overnight and 2-day delivery:** Contact Contractor

**11d. Urgent Requirements:** Contact Contractor

**12. FOB Point:** Destination

**13. Ordering Address:**

NISH  
8401 Old Courthouse Road  
Vienna, VA 22182

**14. Payment address:**

NISH  
Atten: Accounts Receivable  
8401 Old Courthouse Road  
Vienna, VA 22182

**15. Warranty provision:** Not applicable.

**16. Export Packing Charges:** Not applicable.

**17. Terms and conditions of Government commercial credit card acceptance:**

NISH will accept credit card orders over the micro-purchase threshold of \$3,000.

**18. Terms and conditions of rental, maintenance, and repair:** Not applicable.

**19. Terms and conditions of installation:** Not applicable

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not applicable.

**20a. Terms and conditions for any other services:** Not applicable.

**21. List of service and distribution points:** Not applicable.

**22. List of participating dealers:** Not applicable.

**23. Preventive maintenance:** Not applicable.

**24a. Special attributes such as environmental attributes:** Not applicable.

**25. Data Universal Number System (DUNS) number:** #074809377

**26. Notification regarding registration in Central Contractor Registration (CCR) database:**

Registered with CAGE Code #64067.



## **GSA Offered Pricing**

### **SIN 51-507 Only**

Prices are as follows and based on weight of documents destroyed.

0 lbs – 50,000 lbs	\$0.1520 per pound destroyed
50,001 lbs – 100,000 lbs	\$0.1330 per pound destroyed
1000,001 + lbs	\$0.1140 per pound destroyed

\$35.00 offsite service charge applicable to all visits.

### **SINs 733-1, 2, 3, 4, and 6 Labor Category Descriptions and Rates**

#### **Labor Category Descriptions – For Professional Services Only SINs 733-2 and 733-3**

##### **PROJECT MANAGER**

Project Managers are responsible to organize, direct, provide leadership and for the overall success of initiatives, programs, divisions, or other major undertakings through the activities of intermediate managers and supervisors. They are ultimately responsible to organize, train, direct, lead, and assure employees follow company guidelines, directives, and regulations. They may have either internal “clients” such as co-equal or senior management; or external clients such as the Customers, Associates, or Vendors. Project Managers may be assigned either as departmental or project leaders requiring varied levels of technical experience and knowledge. Therefore, specific qualifications are assessed on a case by case basis. Project Managers assigned to Mailroom activities must understand proper handling of hazardous/radioactive materials (minimum requirement for certification authority includes successful completion of the DoD Technical Transportation of Hazardous Materials Course), and have substantial understanding of mailroom operations.

**Minimum Experience:** 5 years of management or supervision of multiple disciplines in the area which they manage.

**Minimum Education:** Bachelor’s degree or equivalent experience at 1.5 years experience per year of higher education.

##### **SUPERVISOR/CONTRACT MANAGER**

Supervisors are responsible to accomplish broad categories of ongoing work and projects through interaction with employees who are in the supervisor’s charge. Supervisors may have employees who report to them directly, or may manage work through intermediate supervisors. They are responsible to organize, train, direct, and assure employees are following company guidelines, directives, and regulations. Supervisors may be assigned either as front line, intermediate, or management so qualifications are determined on a case by case basis. Supervisors must understand proper handling of hazardous/radioactive materials (minimum requirement for certification authority includes successful completion of the DoD Technical Transportation of Hazardous Materials Course).

**Minimum Experience:** 5 years of experience either supervising or working in the field for which they are supervising. Intermediate or Management supervisors (who may have other supervisors reporting to them) should have 5 years of experience in supervision as well as competency in the field they are supervising.

**Minimum Education:** Bachelor's degree or equivalent experience at 1.5 years experience per year of higher education.

**SIN 733-2 Presort Mail**

Position/Title	GSA Rate
Project Manager	\$41.98
Supervisor	\$33.04

**SIN 733-3 Miscellaneous Mail Services**

Position/Title	GSA Rate
Project Manager	\$41.98
Supervisor	\$33.04

**NISH LABOR SCA CATEGORY DESCRIPTIONS**

**01111 GENERAL CLERK I**

This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

**Minimum Experience:** 0 years of experience.

**Minimum Education:** High School or GED.

**01112 GENERAL CLERK II**

This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals.



The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

**Minimum Experience:** 0 years of experience.

**Minimum Education:** High School or GED.

### **01113 GENERAL CLERK III**

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.

The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

**Minimum Experience:** 0 years of experience.

**Minimum Education:** High School or GED.

### **01300 SCHEDULER, MAINTENANCE**

This position schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services.

**Minimum Experience:** 0 years of experience.

**Minimum Education:** High School or GED.

### **14042 COMPUTER OPERATOR II**

The Computer Operator II processes scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, this worker applies standard operating or corrective procedure, refers problems that do not respond to preplanned procedure, and may serve as an assistant operator, working under general supervision.

**Minimum Experience:** 0 years of experience.

**Minimum Education:** High School or GED.

## **21050 MATERIAL HANDLING LABORER**

This person will perform physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

Excluded from this definition are workers whose primary function involves:

- a. Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process);
- b. Stocking merchandise for sale;
- c. Counting or routing merchandise;
- d. Operating a crane or heavy-duty motorized vehicle such as forklift or truck;
- e. Loading and unloading ships (alongshore workers);
- f. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

**Minimum Experience:** 0 years of experience.

**Minimum Education:** High School or GED.

## **21130 SHIPPING/RECEIVING CLERK**

The Shipping/Receiving Clerk performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. This incumbent may direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received.

Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.

**Minimum Experience:** 0 years of experience.

**Minimum Education:** High School or GED.



### **31361 TRUCKDRIVER, LIGHT TRUCK**

The Truckdriver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Sales route and over-the-road drivers are excluded.

An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: Straight truck, less than 1 1/2 tons, usually 4 wheels.

**Minimum Experience:** 0 years of experience.

**Minimum Education:** High School or GED.

### **31362 TRUCKDRIVER, MEDIUM TRUCK**

The Truckdriver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Sales route and over-the-road drivers are excluded.

An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.

**Minimum Experience:** 0 years of experience.

**Minimum Education:** High School or GED.

**Minimum Education:** High School or GED.

### **Secretary I (01311)\***

This position provides principal secretarial support in an office, usually to one individual and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.



**Minimum Experience:** 0 years of experience.

**Minimum Education:** High School or GED.

**Secretary II (01312)\***

This position provides principal secretarial support in an office, usually to one individual and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

**Minimum Experience:** 0 years of experience.

**Minimum Education:** High School or GED.

**Secretary III (01313)\***

This position provides principal secretarial support in an office, usually to one individual and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

**Minimum Experience:** 0 years of experience.

**Minimum Education:** High School or GED.

*\*Secretary jobs that meet the above characteristics are matched at one of three levels according to two factors: a. level of the secretary's supervisor within the overall organizational structure, and b. level of the secretary responsibility.*

**01020 ADMINISTRATIVE ASSISTANT**

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

**Minimum Experience:** 0 years of experience.

**Minimum Education:** High School or GED.

## **01611 WORD PROCESSOR I**

This position produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. The Word Processor I performs familiar, routine assignments following standard procedures, seeks further instructions for assignments requiring deviations from established procedures.

## **01612 WORD PROCESSOR II**

This position uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as:

- a. Editing and reformatting written or electronic drafts. Examples include: correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations.
- b. Transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices. Incumbent corrects copy, and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work and provides specific instructions for new or unique projects, may lead lower level word processors.

## **01613 WORD PROCESSOR III**

Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions; independently completes assignments and resolves problems.

**Minimum Experience:** 0 years of experience.

**Minimum Education:** High School or GED.

## **01152 DATA ENTRY OPERATOR II**

This position requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources. The Data Entry Operator II may occasionally perform routine work as described for Data Entry Operator I.

Excluded are operators above Level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entices requiring a similar level of knowledge.



**Minimum Experience:** 0 years of experience.

**Minimum Education:** High School or GED.

#### **01141 MESSENGER COURIER**

The Messenger Courier delivers messages, documents, packages and mail to various business concerns or governmental agencies. An employee in this role may perform the following: miscellaneous errands, such as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and delivered, or deliver items to offices and departments within an establishment. The Messenger Courier may use a bicycle, golf cart, or motorcycle to perform these duties. (Note: Employees who regularly perform driving duties should be classified as a Driver Courier, which is listed under Transportation).

**Minimum Experience:** 0 years of experience.

**Minimum Education:** High School or GED.

#### **01531 TRAVEL CLERK I**

Under close supervision or following specific procedures and detailed instructions, the Travel Clerk I arranges travel on one or two modes of transportation. Travel is usually recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.

**Minimum Experience:** 0 years of experience.

**Minimum Education:** High School or GED.

## Service Contract Act Labor Category Pricing:

### SIN 733-1 Mail Room Administrative Support

Position/Title	GSA Rate
General Clerk I	The GSA rate will be determined using the following formula: DOL Wage Determination mandated wage for the area of the country the work is conducted + the DOL Health and Welfare mandated factor in force at the time the work is conducted x the GSA Offered Mark-up of 53.16% x the GSA IFF fee of 0.075%.  (DOL WD + DOL H&W x 1.5316 x 1.0075 = GSA rate).
General Clerk II	
General Clerk III	
Secretary I	
Secretary II	
Secretary III	
Administrative Assistant	
Data Entry Operator II	
Shipping/Receiving Clerk	
Messenger Courier	
Truck Driver, Light	
Truck Driver, Medium	

### SIN 733-2 Presort Mail

Position/Title	GSA Rate
General Clerk I	The GSA rate will be determined using the following formula: DOL Wage Determination mandated wage for the area of the country the work is conducted + the DOL Health and Welfare mandated factor in force at the time the work is conducted x the GSA Offered Mark-up of 53.16% x the GSA IFF fee of 0.075%.  (DOL WD + DOL H&W x 1.5316 x 1.0075 = GSA rate).
General Clerk II	
General Clerk III	
Scheduler Maintenance	
Secretary I	
Secretary II	
Secretary III	
Shipping/Receiving Clerk	



**SIN 733-3 Miscellaneous Mail Services**

Position/Title	GSA Rate
General Clerk I	The GSA rate will be determined using the following formula: DOL Wage Determination mandated wage for the area of the country the work is conducted + the DOL Health and Welfare mandated factor in force at the time the work is conducted x the GSA Offered Mark-up of 53.16% x the GSA IFF fee of 0.075%.  (DOL WD + DOL H&W x 1.5316 x 1.0075 = GSA rate).
General Clerk II	
General Clerk III	
Secretary I	
Secretary II	
Secretary III	
Shipping/Receiving Clerk	

**SIN 733-4 List Management Services**

Position/Title	GSA Rate
General Clerk I	The GSA rate will be determined using the following formula: DOL Wage Determination mandated wage for the area of the country the work is conducted + the DOL Health and Welfare mandated factor in force at the time the work is conducted x the GSA Offered Mark-up of 53.16% x the GSA IFF fee of 0.075%.  (DOL WD + DOL H&W x 1.5316 x 1.0075 = GSA rate).
General Clerk II	
General Clerk III	
Scheduler Maintenance	
Shipping/Receiving Clerk	
Computer Operator II	
Material Handling Laborer	
Administrative Assistant	
Word Processor I	
Word Processor II	
Word Processor III	
Data Entry Operator II	
Travel Clerk I	

## SIN 733-6 Mail Screening and Inspection Services

Position/Title	GSA Rate
General Clerk I	The GSA rate will be determined using the following formula: DOL Wage Determination mandated wage for the area of the country the work is conducted + the DOL Health and Welfare mandated factor in force at the time the work is conducted x the GSA Offered Mark-up of 53.16% x the GSA IFF fee of 0.075%.  (DOL WD + DOL H&W x 1.5316 x 1.0075 = GSA rate).
General Clerk II	
General Clerk III	
Scheduler Maintenance	
Shipping/Receiving Clerk	